



**AUTHORIZATION/
SUBSCRIPTION UTILITY
(ASU)**

CLINICAL COORDINATOR MANUAL

Version 1.0

July 1997 (rev. 5/98)

Department of Veterans Affairs
Technical Services
Computerized Patient Record System Product Line

Preface

This manual provides descriptions of menus, options, and other information required for Clinical Coordinators, IRM staff, ADPACs, or other managers to effectively set up and use the Authorization/Subscription Utility.

Related Manuals

Authorization/Subscription Utility (ASU) Technical Manual
Text Integration Utility (TIU) Clinical Coordinator & User Manual
Text Integration Utility (TIU) Implementation Guide

Table of Contents

SECTION I: INTRODUCTION....1

CHAPTER 1: INTRODUCTION TO ASU 3

Purpose of ASU3

CHAPTER 2: SOFTWARE AND DOCUMENTATION CONVENTIONS 5

About This Manual5

Intranet.....5

Special Instructions for the new VISTA Computer User 5

Package Conventions6

Online Help.....7

Other (hidden) Actions.....8

SECTION II: USING ASU....9

CHAPTER 3: Defining and managing user classes 11

ASU Menu and optionsError! Bookmark not defined.

User Class Definition Option 15

Add members to user classes..... 18

List Membership by User..... 18

List Membership by Class..... 19

Action Definitions..... 20

Example: Assigning Medical Record Technicians and Chief, HIMS to user classes..... 21

CHAPTER 4: Adding, editing, and managing business rules 23

Edit Business Rules..... 24

Status List 36

Relationship of user classes, document types, and business rules 37

HELPFUL HINTS..... 39

Troubleshooting & Helpful Hints for ASU Business Rules 40

More Information about ASU and User Class 41

Relationship between User Class file and Person Class file..... 41

Amount of Set-up for User Class & Business Rules 42

GLOSSARY 43

APPENDICES	45
Appendix A: Exported User Classes.....	47
Appendix B: Exported Business Rules	53
INDEX	57

Section I: Introduction

Chapter 1: Overview of ASU

Purpose of ASU

Background

Functionality

Chapter 2: Introduction to the ASU User Manual

Purpose of the manual

How the manual is organized

Graphic conventions used in this manual

Software Conventions

Chapter 1: Introduction to ASU

Purpose of ASU

The Authorization/Subscription Utility (ASU) implements a User Class Hierarchy which is useful for identifying the roles that different users fulfill within the hospital. It also provides tools for creating business rules that apply to documents used by members of such groups. ASU provides a method for identifying who is AUTHORIZED to do something (for example, sign and order). Future versions of ASU will provide tools for identifying a group of persons who SUBSCRIBE to receive something (for example, the Medical House Staff Officer may receive an alert to cosign all Schedule II narcotic orders, etc.). ASU originated in response to the long recognized demand for a means of implementing the “Scope of Practice” model, which was first discussed during the analysis and design of OE/RR v1.96, but the driving force behind its development was the complexity of Text Integration Utilities’ (TIU’s) document definition needs. Current security key capabilities were unable to efficiently manage the needs of clinical documentation (Discharge Summaries, Progress Notes, etc.).

Person Class & User Class

A patch to ASU in the near future will provide a mapping between a subset of the exported User Classes and the Person Class File — for each Person Class, there will be a corresponding User Class. This mapping will help you “autopopulate” User Class Membership, will help assure that future changes to an individual’s Person Class Membership are reflected automatically in his User Class Membership, and allow resolution of privileges for inter-facility access to data.

ASU Features & Benefits

- ASU lets you define, populate, and retrieve information about User Classes. These User Classes can be defined hospital-wide or more narrowly for a specific service and can be used across **VISTA** to replace and/or complement keys.
- ASU lets you link user classes with orders and order events or with TIU Document Definitions and document events. This part of ASU defines behavior for orders and TIU documents only. In a future version, it may be extended to define behavior for other clinical entities.
- The User Class Membership file is a relational file which allows a many-to-many relationship to be defined between User Classes and their members (as defined in the New Person File (#200)).
- Membership in classes may be scheduled for automatic transition to other classes (e.g., the PGY1 Residents will rotate on June 30th, and will become PGY2 Residents as of July 1st).
- The Authorization/Subscription file (#8930.1) is another relational table, linking actions or events (e.g., Signature) with Document Definitions (e.g., Clinical Warning Note), record statuses, user classes (e.g., Provider) and user roles (e.g., Author, Expected Signer, Expected Cosigner, etc.). In this manner, a “Knowledge Base” or table of “Production Rules” can be developed in compliance with the site’s local by-laws (or in some cases, national requirements) for handling of various elements of the medical record. This eliminates the need for “hard-coding” business rules within the application, thereby enforcing policies, independent of the local facility’s preferences. These rules are also “inherited” through both the User Class and Document Definition hierarchies.
- ASU imposes no limitation on the depth or specificity of the User Class hierarchy which a site may choose to develop.

Chapter 2: Software and Documentation Conventions

About This Manual

This manual contains a description of the ASU package and all the ASU options. A glossary, index, and appendices are located at the end of this manual and contain added information and guidance for the user. The appendices contain lists of the user classes and business rules exported with TIU/ASU.

Intranet

Documentation for this product is available on the intranet at the following address:

http://www.vista.med.va.gov/softserv/clin_bro.ad/index.html

This address takes you to the Clinical Products page where you will find a listing of all the clinical software manuals. Click on the Authorization/Subscription Utility link and it will take you to the ASU Homepage. You can also get there by going straight to the following address:

http://www.vista.med.va.gov/softserv/clin_bro.ad/ASU/index.html



Remember to bookmark this site for future reference.

Special Instructions for the new VISTA Computer User

If you are unfamiliar with this package or other Veterans Health Information Systems and Technology Architecture (**VISTA**) software applications, we recommend that you study the *DHCP User's Guide to Computing*. This orientation guide is a comprehensive handbook for first-time users of any **VISTA** application to help you become familiar with basic computer terms and the components of a computer. It is reproduced and distributed periodically by the Kernel Development Group. To request a copy, contact your local Information Resources Management Service (IRMS) staff.

Documentation Conventions

<Enter>

This symbol is used throughout the manual in computer screen dialogues to indicate the Enter, RETURN, or ↵ key. Press it after every response you enter or when you wish to bypass a prompt, accept a default (/), or return to a previous action.

Option examples

Menus and examples of computer dialogue that you'll see on your terminal are shown here in boxes.

```
Select User Class Management Option: 1 User Class Definition
Select User Class Status: ACTIVE// <Enter> Active ?
      Active                               All User Classes
      Inactive
Enter selection(s) by typing the name(s), number(s), or
abbreviation(s).
      Start With Class: FIRST// <Enter>
      Go To Class: LAST// <Enter>
```

User responses

In computer dialogues, user responses are shown in boldface type.

```
Select NEW PERSON NAME: GRIN,JON
```

Icons

Icons used to highlight key points in this manual include:



Indicates especially important information.

Package Conventions

Defaults (//)

Defaults are responses provided to speed up your entry process. They are either the most common responses, the safest responses, or the previous response. Examples:

```
Most common: Enter the ending date: NOW//
Safest:      Do you wish to delete the entire entry: NO//
Last entered Enter the Provider Name: WELBY,DOCTOR//
```

To accept the response, press the **<Enter>** key.

To enter a different response, type in your preferred answer.

Up-arrows (caret or a circumflex)

^ A single up-arrow does several functions in the package depending on where you are and what you are doing.

The up-arrow can terminate a series of questions and return you to a previous level.

^^ Two up-arrows exit you out of the option you're in and return you to the menu.

Online Help

?, ??, ??? Online help is available if you enter one, two, or three question marks at a prompt. One question mark elicits a brief statement of what information is appropriate for the prompt; two question marks will get you more help, plus the hidden actions shown above; and three question marks will provide more detailed help, including a list of possible answers, if appropriate.

List Manager Screen Display

ASU uses the List Manager utility which allows TIU (and other applications) to display a list of items in a screen format. If the list is longer than one screen, the header and action portion of the screen remain stable, while the center display scrolls. So if there are too many user classes to fit within the scrolling portion of the screen, pressing the return key causes that portion of the screen to scroll up while the top and bottom stay unchanged.

The diagram shows a screenshot of the 'User Classes' screen with several callouts explaining its layout:

- Each screen in a List Mgr format is always identified in the top left-hand corner; if you aren't sure where you are, look there.** (Points to 'User Classes')
- The top portion of the screen—which contains identifying data—remains stable** (Points to the header area: 'Jan 11, 1996 16:29:56', 'Page: 1 of 38', 'ACTIVE USER CLASSES', '568 Classes')
- # of pages is indicated here** (Points to 'Page: 1 of 38')
- The List portion scrolls if there is more info than fits in one screen** (Points to the list of classes)
- The Action portion—containing actions that can be performed on the List items—remains stable** (Points to the bottom action bar)
- This shaded bar contains helpful information** (Points to the bottom action bar)

Class Name	Abbrev	Active
1 ADP Coordinator	ADPAC	Active
2 ADP Security Officer	ISO	Active
3 ASC Member	ASCM	Active
4 Accountant	ACC	Active
5 Accounts Payable Employee	PAY	Active
6 Accounts receivable employee	RCV	Active
7 Accreditation Representative	JCAHO	Active
8 Acting Assistant Chief	AAC	Active
9 Acting Assistant Director	AAD	Active
10 Acting Chief	AC	Active

Below the list is a shaded bar with the following actions:

- + Next Screen - Prev Screen ?? More Actions
- Find Expand/Collapse Tree Quit
- Create a Class List Members
- Edit User Class Change View
- Select Action: Next Screen// Create a Class

The List Manager utility then lets you:

- browse through the list
- select items that need action
- take action against those items
- select other actions without leaving the option

At the Select Action prompt, type the name or abbreviation of the action you wish (Find, Create a Class, Edit a Class, etc.) or the number

of the item in the middle portion of the screen (Class Name), after which you will be prompted to enter the Action.

Shortcut: Type the action abbreviation, then the number of the user class on the list (Example: ED=1 will process entry 1 for Edit) or vice versa. Type the item # followed by an equals sign (=) and the Action or its abbreviation ("1=L" will produce a List of members of the ADP Coordinator user class).

Other (hidden) Actions

If you enter two question marks (??) at the Select Item(s) prompt, you will see a list of more actions that you can use with ASU.

```
Select Item(s): Quit// ??

The following actions are also available:
+   Next Screen      UP   Up a Line          GO   Go to Page
-   Previous Screen  DN   Down a Line       RD   Re Display Screen
FS   First Screen    >   Shift View to Right PL   Print List
LS   Last Screen     <   Shift View to Left ADPL Auto Display(On/Off)

Press RETURN to continue or '^' to exit:
```


Section II: Using ASU

Chapter 3: How to Define and Manage User Classes

ASU Menus and options

Chapter 4: How to Add, Edit, and Manage Business Rules

Chapter 3: Defining and Managing User Classes

Authorization/Subscription Utility (ASU) assists IRM staff, Clinical Coordinators, and other managers in defining and populating a User Class Hierarchy which is useful for identifying the roles that different users fulfill within the hospital. It also lets you specify business rules for the handling of documents by members of such groups. You can link user classes with orders and order events or with TIU Document Definitions and document events. This version of ASU defines behavior only for Text Integration Utility (TIU) documents and for orders through the Computerized Patient Record System (CPRS). In a future version, it may be extended to define behavior for other clinical entities.

A routine for seeding the User Class Membership file (USRPROV) can be started through the option, *Initialize Membership of User Classes* [USR INITIALIZE MEMBERSHIP]. This option populates the Provider User Class, based on membership in the Provider file. It should be run ONCE when first implementing ASU.

User classes can also be populated through options described here. Class members may be active or inactive. Events such as ordering or signing can be linked with Document/Order type (e.g., Clinical Warning Note) with user classes (e.g., Provider Class).

Infinite hierarchies of subclasses can be created and one level of document type can inherit authorizations from a higher level.

For example, if an entry in the Authorization/Subscription file states that the user class, Physician, may sign Progress Notes, and if Service Chief is a subclass, then Service Chiefs may also sign Progress Notes.

Defining and Managing User Classes contd

Keep it Simple!!

ASU is exported with pre-defined sets of Document Classes and Business Rules, and we offer some simple tools or suggestions for populating the basic User Classes (i.e., PROVIDERS, and MIS personnel) required for the “least restrictive” implementation of TIU. We recommend that you first implement TIU and ASU with these as your baseline rules and classes. As you gain familiarity with the package and begin to recognize areas where more control of access is appropriate, then you can think about defining a necessary and sufficient set of Rules and/or User Classes to handle your site requirements. Your guiding principles should be: “Keep it simple—keep it open” to the extent possible. Don’t impose restrictions on your users until you really have justification to do so. If you burden yourself with complexity too soon, you may pay a premium in unnecessary maintenance overhead and confusion.

Some General Guidelines

- Since user class membership includes members of all subclasses, users should be made members of the most specific class in a hierarchy of classes. For example, if Dr. Jones is a dentist, she should be entered as a member of the Dentist class. Since Dentist is a subclass of the Provider class, Dr. Jones is then automatically a Provider.
- Distribute as much of the workload for identifying group membership as possible. Your facility’s Administrative Officers and Service Chiefs can probably direct you to the people in their departments who are already maintaining personnel rosters (frequently on paper). These are the ideal people to assist you in populating the User Class Membership at your site. Depending on their level of familiarity with **VISTA**, you may even want to give them access to the USR LIST MEMBERSHIP BY CLASS option, along with appropriate training as to its use.
- Persons wearing several different hats can have concurrent membership in more than one User Class. For example, Mr. Smith might be a dietitian also working toward a nursing degree. He can be entered as a member in two User Classes, once as a Dietitian and once as a Student Nurse.

Process for creating user classes:

1	Populate basic user classes with the exported user class file
2	Finish implementation of TIU and get acquainted with the package, as well as the needs of your facility
3	Define additional user classes
4	Add members to user classes
5	Modify (add or delete) user classes and their members, as needed
6	Create or edit Business Rules

ASU Menu and options

Option	Option Name	Description
User Class Definition	USR CLASS DEFINITION	This option allows review, addition, editing, and removal of User Classes.
List Membership by User	USR LIST MEMBERSHIP BY USER	This option allows review, addition, editing, and removal of individual members to and from User Classes.
List Membership by Class	USR LIST MEMBERSHIP BY CLASS	This option allows review, addition, editing, and removal of individual members to and from User Classes.
Show Class Membership	USR SHOW MEMBERSHIP	This menu option, which contains the two options listed below, can be assigned to users who only need to view membership.
Show Membership by User	USR SHOW MEMBERSHIP BY USER	This option lists the User Classes that an individual is a members of.
Show Membership by Class	USR SHOW MEMBERSHIP BY CLASS	This option allows review only of members of selected User Classes.
Edit Business Rules	USR EDIT BUSINESS RULES	This option allows the user to enter Business Rules authorizing specific users or groups of users to perform specified actions on documents in particular statuses (e.g, an UNSIGNED PROGRESS NOTE may be EDITED by a PROVIDER who is also the EXPECTED SIGNER of the note, etc.).
Manage Business Rule	USR BUSINESS RULE MANAGEMENT	This option allows you to list the Business rules defined by ASU, and to add, edit, or delete them, as appropriate.

1**Populate imported user classes**

A basic set of user classes is exported with the ASU package. Use the option *Initialize Membership of User Classes* (on the TIU Conversion Menu) to populate the Provider User Class and the most common subclasses with your local clinicians. Work with Administrative Officers and Service Chiefs to identify Students and MIS Staff, and set them up as members of the appropriate classes.

2**Finish implementation of TIU and get acquainted with the package, as well as with the needs of your facility**

We recommend that you first implement TIU and ASU with the exported rules and classes as your baseline rules and classes. As you become more familiar with the package, then you can plan additional Rules and/or User Classes to handle the requirements of your site. Keep it as simple and open as you can. Avoid imposing unnecessary restrictions. ASU can handle an enormous spectrum of conditions and rules, but don't burden yourself with unnecessary complexity too soon.

3**Define user classes**

You can add or modify classes, as needed, to meet your site needs. The option *User Class Definition* lets you add and delete classes. Then use the options *List Membership by User* and *List Membership by Class* to add individual members to these user classes.

When you begin to use ASU to develop a higher degree of control, keep the following in mind: Since user class membership includes members of all subclasses, users should be made members of the most specific class in a hierarchy of classes. For example, if Dr. Jones is a dentist, she should be entered as a member of the Dentist class. Since Dentist is a subclass of the Provider class, Dr. Jones is then automatically a Provider. Distribute as much of the workload for identifying group membership as possible. Your facility's Administrative Officers and Service Chiefs can probably direct you to the people in their departments who are already maintaining personnel rosters (frequently on paper). These are the ideal people to assist you in populating the User Class Membership at your site.

Depending on their level of familiarity with **VISTA**, you may even want to give them access to the **USR LIST MEMBERSHIP BY CLASS** option, along with appropriate training as to its use.

Persons wearing several different hats can have concurrent membership in more than one User Class. For example, Mr. Smith might be a dietitian also working toward a nursing degree. He can be entered as a member in two User Classes, once as a Dietitian and once as a Student Nurse.

User Class Definition Option

Steps to Use Option:

1. Select the option *User Class Definition* from the User Class Management menu.
2. Select the user class status— active, inactive, or both.
3. Select the starting and ending classes you want displayed.

```
Select User Class Status: ACTIVE// ?
    Active                                     All User Classes
    Inactive
Select User Class Status: ACTIVE// <Enter>
    Start With Class: FIRST//<Enter>
    Go To Class: LAST// <Enter>
Searching for the User Classes....
```

4. The User Classes within the parameters you selected are displayed.

User Classes		Mar 04, 1997 08:49:29	Page: 1 of 39
ACTIVE USER CLASSES		578 Classes	
Class Name		Abbrev	
1.	ADP Coordinator	ADPAC	Active
2.	Acting Assistant Director	AAD	Active
3.	Acting Chief	AC	Active
4.	Acting Director	AD	Active
5.	Addiction Medicine	ADDICT	Active
6.	Adolescent Medicine Internist	ADOLMD	Active
7.	Allergist	ALLRG	Active
8.	+ Allergy & Immunology	ADR	Active
9.	Allergy & Immunology: Clinical & Laboratory	ALLCL	Active
10.	Ancillary Testing	AT	Active
11.	+ Anesthesiologist	ANES	Active
12.	Anesthesiologist - Critical Care	ANESCC	Active
13.	Anesthesiologist - Pain Management	ANESPM	Active
14.	Applications Coordinator	ADPAC	Active
15.	Assistant Chief	AC	Active
16.	Assistant Chief Of Staff		
+ + Next Screen - Prev Screen ?? More Actions			
Find		Expand/Collapse Tree	Change View
Create a Class		List Members	Quit
Edit User Class			
Select Action: Next Screen//			

User Class Definition, cont'd

5. To see subclasses of the classes shown on this screen, enter a class name at the prompt Start with Class: FIRST//. Then after the screen displays the class name, choose the action Expand/Collapse Tree (EX).

```

User Class Definition
Select User Class Management Option: 1 User Class Definition
Select User Class Status: ACTIVE// <Enter>
      Start With Class: FIRST// provider
      Go To Class: LAST// prov
Searching for the User Classes....

```

User Classes		Feb 04, 1997 17:26:02	Page: 1 of
<u>1</u>			
		ACTIVE USER CLASSES	
1 Classes			
	Class Name	Abbrev	
1	Provider ...	PROV	Active

6. The screen expands to show the subclasses.

User Classes		Feb 04, 1997 17:26:02	Page: 1 of 6
		ACTIVE USER CLASSES	31
Classes			
+	Class Name	Abbrev	
31	Provider	PROV	Active
	-Nurse		
	-Nurse Anesthetist		
	-Nurse Clinical Specialist		
	-Nurse Epidemiologist		
	-Nurse Practitioner		
	-Nursing Continuing Care		
	-Nursing Supervisor		
	-Head Nurse		
	-Research Nurse		
	_Nurse - Licensed Practical		
	-Physician Assistant		
+ + Next Screen - Prev Screen ?? More Actions			
	Find	Expand/Collapse Tree	Change View
	Create a Class	List Members	Quit
	Edit User Class		
Select Action: Next Screen// ???			

Actions

FIND

Allows users to search list of USER CLASSES, MEMBERS, or BUSINESS RULES for a text string (word or partial word) from current position to the end of the list. Upon reaching the end of the last page of the list, the user will be asked whether to continue the search from the beginning of the list through the origin of the search.

CREATE A CLASS

Lets authorized users create new user classes.

EDIT USER CLASS

Allows authorized users to edit selected reports online. When electronic signature is enabled, physicians will be prompted for their signatures upon exit, thereby allowing doctors to review, edit and sign as a one-step process.

EXPAND/COLLAPSE TREE

Allows you to select a user class and see its subclasses and members;. You can collapse an expanded tree to just show the user class name.

LIST MEMBERS

Allows you to select a user class and then see all the members of that class.

CHANGE VIEW

Allows users to modify the list of reports by signature status, review screen and dictation date range without exiting the review screen.

QUIT

Allows user to quit the current menu level.

The following actions are also available:

+	Next screen	UP	Up a Line	GO	Go to Page
-	Previous Screen	DN	Down a Line	RD	Re Display Screen
FS	First Screen	<	Shift View to Left	PL	Print List
LS	Last Screen	>	Shift View to Right	ADPL	Auto
Display(On/Off)					

7. Select the action Create a Class.

8. Enter a new user class name.

```
Select USR CLASS NAME: Clinical Manager
Are you adding 'Clinical Manager' as a new USR CLASS (the 569th)? y
(Yes)
Rebuilding main class list.....
```

4**Add members to user classes****List Membership by User**

In this option, you select a user and the program shows you what classes the user belongs to. You can then review, edit, or remove individual members of user classes, or add new members.

```
Select User Class Management Option: 2 List Membership by User
Select USER: ?
  Answer with NEW PERSON NAME, or INITIAL, or SSN, or NICKNAME, or
  DEA#, or VA#
  Do you want the entire 109-Entry NEW PERSON List? n (No)
Select USER: Russ,Joe E.          JER
Searching for the User Classes.
```

Current User Classes		Jan 18, 1997 13:48:53	Page: 1 of 1
Joe E. Russ		1 Class	
User Class	Effective	Expires	
1 Staff Physician			

List Membership by Class

This option shows you all the current members of a User Class. It then allows review, addition, editing, and removal of individual members to and from that Class.


Select User Class Management Option: **3** List Membership by Class
Select CLASS: **PHYSICIAN**
Searching for the User Classes.

User Class Members		Jan 18, 1996 13:51:09	Page: 1 of 1
Member		Effective	Expires
PHYSICIANS			6 Members
1	BEN CARVER		06/01/95
2	Marcie J. Craven	11/02/95	01/01/99
3	HENRY CUTTER		
4	DOOGY HOWSER		
5	DEBBIE PRICE		
6	Joe E. Russ		
+ Next Screen - Prev Screen ?? More Actions >>>			
Add		Remove	Change View
Edit		Schedule Changes	
Select Action: Quit//			

Action Definitions

Action	Description
Next Screen	If multiple screens of information are available, this will page to the next screen.
Previous Screen	If multiple screens of information are available, and you are not on the first screen, this will allow paging back to the previous screens, one at a time.
First Screen	If multiple screens are available, this will page to the first screen.
Last Screen	If multiple screens of information are available, this will page to the last screen.
Search List	Lets you search a list of User Classes for a text string (word or partial word) from current position to the end of the list. Upon reaching the end of the last page of the list, you are asked whether to continue the search from the beginning of the list through the origin of the search.
Create A Class	Lets authorized users create classes online.
Edit User Class	Lets authorized users edit selected classes online.
Expand/Collapse Tree	Lets you see subclasses of a class, or go back to the class level if you're in a subclass.
Change View	Lets you modify the list of reports by signature status, review screen and dictation date range without exiting the review screen.
Quit	Lets you quit the current menu level.

Example: Assigning Medical Record Technicians and Chief, HIMS to user classes.

 **NOTE:** These titles may vary from site-to-site. Check to see which titles correspond to MRT and HIMS at your site (e.g., HIMS=MIS).

1. To identify the users who should be allocated to the CHIEF, HIMS and MEDICAL RECORD TECHNICIAN classes, get a list of MRTS and transcriptionists from the HIMS office.
2. Start assigning members to classes through the *List Membership by Class* option on the User Class Management Menu, as shown in the example below.

```
Select TIU Maintenance Menu Option: 3  User Class Management
      --- User Class Management Menu ---

1      User Class Definition
2      List Membership by User
3      List Membership by Class
4      Edit Business Rules
5      Manage Business Rules

Select User Class Management Option: 3  List Membership by Class
Select CLASS: MRT  MEDICAL RECORDS TECHNICIAN
Searching for the User Classes.
```

User Class Members	Jun 14, 1997 14:21:31	Page: 1 of 1
MEDICAL RECORDS TECHNICIANs		0 Members
Member		Effective Expires
No MEDICAL RECORDS TECHNICIANs found		
+ Next Screen - Prev Screen ?? More Actions >>>		
Add	Remove	Change View
Edit	Schedule Changes	Quit_[JSelect
Action: Quit// AD Add		

```
Select MEMBER: DENINGER,JOY C.  DCJ  274  MEDICAL RECORD TECHNICIAN
MEMBER: DENINGER,JOY C.//  <Enter>
EFFECTIVE DATE: T  (JUN 14, 1997)
EXPIRATION DATE:  <Enter>
Rebuilding membership list.
```

User Class Members	Jun 14, 1996 14:21:53	Page: 1 of 1
MEDICAL RECORDS TECHNICIANs		1 Member
Member		Effective Expires
JOY C. DENINGER		06/14/97
** JOY C. DENINGER Added ** >>>		
Jun 14, 1997 14:21:53_8		
Add	Remove	Change View
Edit	Schedule Changes	Quit
Select Action: Quit// A Add		

Assigning members to User Class, cont'd

```

Select MEMBER: DUNCAN,CORRINE K.   DKC   828       MEDICAL RECORD
TECHNICIAN
MEMBER: DUNCAN,CORRINE K.//  <Enter>
EFFECTIVE DATE: T   (JUN 14, 1997)
EXPIRATION DATE:  <Enter>
Rebuilding membership list.

```

3. Continue to add all the MRTs on the list.

4. Change your view to add the Chief of HIMS.

User Class Members		Jun 14, 1997 14:24:11	Page:	1 of 1
MEDICAL RECORDS TECHNICIANS			7 Members	
Member		Effective	Expires	
1	JOY C. DENINGER	07/14/97		
2	CORRINE K. DUNCAN	07/14/97		
3	IRMA W. GRIMES	07/14/97		
4	HARIETT A. MEICK	07/14/97		
5	MORTON,CYNTHIA Z.	07/14/97		
7	TAMMY H. POWELSON	07/14/97		
7	ABIGALE N. QUIGLEY	07/14/97		
** ABIGALE N. QUIGLEY Added **				
>>>				
Jun 14, 1997 14:24				
Add		Remove	Change View	
Edit		Schedule Changes	Quit	
Select Action: Quit// CH Change View				

```

Select CLASS: CHIEF, HIMS
Searching for the User Classes.

```

User Class Members		Jun 14, 1997 14:24:24	Page:	1 of 1
CHIEF, MISS		0 Members		
Member		Effective	Expires	
No CHIEF, HIMS found				

```

Select MEMBER: SANDERS,LORAIN P.   SPL   364       CHIEF MIS
MEMBER: SANDERS,LORAIN P.// <Enter>
EFFECTIVE DATE: T   (JUN 14, 1997)
EXPIRATION DATE:
Rebuilding membership list.

```


Chapter 4: Adding, Editing, and Managing Business Rules

Business Rules authorize specific users or groups of users to perform specified actions on documents in particular statuses (e.g, an UNSIGNED PROGRESS NOTE may be EDITED by a PROVIDER who is also the EXPECTED SIGNER of the note, etc.).

A set of Business Rules is exported with ASU. Sites can modify or add to these rules, to meet their own local needs. Examples on the next few pages demonstrate basic use of the two options, *Edit Business Rules* and *Manage Business Rules*. The second option is also known as the ASU Rule Browser, as it lets you look at all of the defined rules by several categories: Document, User Class, and User Role. You can then add, edit, or delete rules, if you are authorized.

Edit Business Rules

This option lets you enter or edit Business Rules authorizing specific users or groups of users to perform specified actions on documents in particular statuses (e.g, an *unsigned progress note* may be *edited* by a *provider* who is also the *expected signer* of the note).

 **NOTE:** Enter two question marks (as shown in the examples) to get help on prompts.

Example 1: Editing a business rule for a cosigner

```
Select User Class Management Option: EDIT Business Rules
Please edit a Business Rule:

Select DOCUMENT: RADIOLOGY
  1 RADIOLOGY IMPRESSION          COMPONENT
  2 RADIOLOGY NOTE                 DOCUMENT CLASS
  3 RADIOLOGY NURSING NOTE         TITLE
  4 RADIOLOGY REPORT               TITLE
  5 RADIOLOGY REPORTS              CLASS
TYPE '^' TO STOP, OR
CHOOSE 1-5: 2
  Are you adding 'RADIOLOGY NOTE' as
  a new USR AUTHORIZATION/SUBSCRIPTION (the 82ND)? Y (Yes)
DOCUMENT TYPE: RADIOLOGY NOTE// <Enter>
STATUS: ??

Choose from:
  AMENDED
  COMPLETED
  DELETED
  INCOMPLETE
  LIVE
  PURGED
  RETIRED
  TEST
  UNCOSIGNED
  UNDICTATED
  UNRELEASED
  UNSIGNED
  UNTRANSCRIBED
  UNVERIFIED

STATUS: UNCOSIGNED
ACTION: ??
  This is the action to be permitted for a given document type and
  status.

Choose from:
  AMENDMENT
  CHANGE TITLE
  COPY RECORD
  COSIGNATURE
  DELETE RECORD
  DICTATION
  EDIT RECORD
  ENTRY
  IDENTIFY SIGNERS
  MAKE ADDENDUM
  PRINT RECORD
```


Edit Business Rules cont'd

REASSIGN
RELEASE FROM TRANSCRIPTION
SEND BACK
SIGNATURE
UNCOSIGNED NOTIFICATION
UNSIGNED NOTIFICATION
VERIFICATION
VIEW

ACTION: **COSIGNATURE**

USER CLASS: **STAFF RADIOLOGIST**

AND FLAG: ??

This field allows the ADPAC to indicate whether the conditions specified by User Class and User Role should be logically "AND'ed," or logically "OR'ed," as they will be unless otherwise specified. i.e., if you want to specify that an unsigned discharge summary may be signed by a user, where:

User Class = Provider AND User Role = Author,
then you'll want to set this field to AND.

Choose from:

& AND
! OR

AND FLAG: **&** AND

USER ROLE: ??

This identifies the role of the user with respect to the document in question (e.g., Author/Dictator, Expected Signer, Expected Cosigner, Attending Physician, etc.).

Choose from:

ADDITIONAL SIGNER
ATTENDING PHYSICIAN
AUTHOR/DICTATOR
EXPECTED COSIGNER
EXPECTED SIGNER
SURROGATE
TRANSCRIBER

USER ROLE: **E**

1 EXPECTED COSIGNER
2 EXPECTED SIGNER

CHOOSE 1-2: **1**

DESCRIPTION:

1><Enter>

You defined the following rule:

An UNCOSIGNED RADIOLOGY NOTE may be COSIGNED by A STAFF RADIOLOGIST who is also AN EXPECTED COSIGNER

Press RETURN to continue...<Enter>

Example 2: Creating a rule for who may Copy or Send Back a Clinical Document.

Enclose your document definition in quotation marks if you are creating a new business rule for a document definition that already exists.

```

      --- User Class Management Menu ---

1      User Class Definition
2      List Membership by User
3      List Membership by Class
4      Edit Business Rules
5      Manage Business Rules
6      Initialize Membership of Provider Class

Select User Class Management Option: Edit Business Rules
Please edit a Business Rule:

Select DOCUMENT DEFINITION: "CLINICAL DOCUMENTS"          CLASS
Are you adding 'CLINICAL DOCUMENTS' as
a new USR AUTHORIZATION/SUBSCRIPTION (the 50TH)? Y (Yes)
DOCUMENT DEFINITION: CLINICAL DOCUMENTS// <Enter>
STATUS: UNSIGNED
ACTION: COPY RECORD
USER CLASS: <Enter>
AND FLAG: <Enter>
USER ROLE: AUTHOR/DICTATOR
DESCRIPTION:
No existing text
Edit? NO// <Enter>

You defined the following rule:

An UNSIGNED CLINICAL DOCUMENT may be COPIED by AN AUTHOR/DICTATOR

Press RETURN to continue... <Enter>

      --- User Class Management Menu ---

1      User Class Definition
2      List Membership by User
3      List Membership by Class
4      Edit Business Rules
5      Manage Business Rules

Select User Class Management Option [SPACE]<Enter> Edit Business Rules
Please edit a Business Rule:

Select DOCUMENT DEFINITION: "CLINICAL DOCUMENTS"          CLASS
Are you adding 'CLINICAL DOCUMENTS' as
a new USR AUTHORIZATION/SUBSCRIPTION (the 51ST)? Y (Yes)
DOCUMENT DEFINITION: CLINICAL DOCUMENTS// <Enter>
STATUS: COMPLETED
ACTION: COPY RECORD
USER CLASS: USER
AND FLAG: ??
This field allows the ADPAC to indicate whether the conditions specified
by User Class and User Role should be logically "AND'ed," or logically
"OR'ed," as they will be unless otherwise specified. i.e., if you want
to specify that an unsigned discharge summary may be signed by a user,
where:

User Class = Provider AND User Role = Author,

```

Edit Business Rules cont'd

```

    then you'll want to set this field to AND.
    Choose from:
        &          AND
        !          OR
AND FLAG: <Enter>
USER ROLE: <Enter>
DESCRIPTION:
    No existing text
    Edit? NO// <Enter>
You defined the following rule:

    A COMPLETED CLINICAL DOCUMENT may be COPIED by A USER

Press RETURN to continue...<Enter>

--- User Class Management Menu ---

    1      User Class Definition
    2      List Membership by User
    3      List Membership by Class
    4      Edit Business Rules
    5      Manage Business Rules

You have PENDING ALERTS
    Enter  "VA  VIEW ALERTS      to review alerts

Select User Class Management Option:  Edit Business Rules
Please edit a Business Rule:

Select DOCUMENT DEFINITION: "CLINICAL DOCUMENTS"          CLASS
    Are you adding 'CLINICAL DOCUMENTS' as
        a new USR AUTHORIZATION/SUBSCRIPTION (the 52ND)? Y  (Yes)
DOCUMENT DEFINITION: CLINICAL DOCUMENTS// <Enter>
STATUS: UNSIGNED
ACTION: SEND BACK
USER CLASS: MIS
    1      MIS FILE CLERK
    2      MIS MEDICAL INFORMATION SECTION
CHOOSE 1-2: 2 MEDICAL INFORMATION SECTION
AND FLAG: <Enter>
USER ROLE: <Enter>
DESCRIPTION:
    No existing text
    Edit? NO// <Enter>

You defined the following rule:

    An UNSIGNED CLINICAL DOCUMENT may be SENT BACK by A MEDICAL
    INFORMATION SECTION

Press RETURN to continue...<Enter>

    --- User Class Management Menu ---
    1      User Class Definition
    2      List Membership by User
    3      List Membership by Class
    4      Edit Business Rules
    5      Manage Business Rules

Select User Class Management Option: [SPACE]<Enter>  Edit Business Rules
```

Edit Business Rules cont'd

```

Please edit a Business Rule:
Select DOCUMENT DEFINITION: "CLINICAL DOCUMENTS"          CLASS
Are you adding 'CLINICAL DOCUMENTS' as
a new USR AUTHORIZATION/SUBSCRIPTION (the 53RD)? Y (Yes)
DOCUMENT DEFINITION: CLINICAL DOCUMENTS// <Enter>
STATUS: UNVERIFIED
ACTION: [SPACE]<Enter> SEND BACK
USER CLASS: <SPACE><Enter> MEDICAL INFORMATION SECTION
AND FLAG: <Enter>
USER ROLE: <Enter>
DESCRIPTION:
No existing text
Edit? NO// <Enter>

You defined the following rule:

An UNVERIFIED CLINICAL DOCUMENT may be SENT BACK by A MEDICAL
INFORMATION SECTION

Press RETURN to continue... <Enter>

      --- User Class Management Menu ---

1      User Class Definition
2      List Membership by User
3      List Membership by Class
4      Edit Business Rules
5      Manage Business Rules

You have PENDING ALERTS
Enter "VA VIEW ALERTS to review alerts

Select User Class Management Option: <Enter>
Do you really want to halt? YES// <Enter>

```

Example 3: Entering user classes that require cosignature

If you want to specify user classes who must have co-signatures for specified documents, use the *Document Parameter Edit* on the TIU Parameters Menu on the IRM Maintenance Menu.

```
Select TIU Parameters Menu Option: 3 Document Parameter Edit
First edit Institution-wide parameters:

Select DOCUMENT:  PROGRESS NOTES          CLASS
                  ...OK? Yes// <Enter>   (Yes)
REQUIRE RELEASE: NO// <Enter>
REQUIRE MAS VERIFICATION: NO// <Enter>
REQUIRE AUTHOR TO SIGN: YES// <Enter>
ROUTINE PRINT EVENT(S): <Enter>
STAT PRINT EVENT(S): <Enter>
MANUAL PRINT AFTER ENTRY: YES// <Enter>
ALLOW CHART PRINT OUTSIDE MAS: YES// <Enter>
ALLOW >1 RECORDS PER VISIT: YES// <Enter>
ENABLE IRT INTERFACE:

If document is to be uploaded, specify Filing Alert Recipients:

Select FILING ERROR ALERT RECIPIENTS: RUSS,JOE

Now enter the USER CLASSES for which cosignature will be required:

Select USERS REQUIRING COSIGNATURE: INTERN// student
                  ...OK? Yes// <Enter>   (Yes)

      USERS REQUIRING COSIGNATURE: STUDENT//<Enter>
Select USERS REQUIRING COSIGNATURE: <Enter>

Now enter the DIVISIONAL parameters:

Select DIVISION:  SALT LAKE CITY          660
Are you adding 'SALT LAKE CITY' as a new DIVISION (the 1ST for this
TIU DOCUMENT PARAMETERS)? y
(Yes)
CHART COPY PRINTER: PRINTER
STAT CHART COPY PRINTER: <Enter>
Select DIVISION: <Enter>

Press RETURN to continue... ^
```

Manage Business Rules

This option (also known as the ASU Rule Browser) lets you display all the Business Rules for a given Document, User Class, or User Role. You can then add, edit, or delete them, as appropriate.

 **NOTE:** Enter two question marks (as shown in the examples) to get help on prompts.

Example 1: Adding a new Business Rule

1. In this example we'll create a new Business Rule: "An unsigned clinical document may be sent back by a Medical Record Technician."

```
Select User Class Management Option: 5  Manage Business Rules
Select SEARCH CATEGORY: DOCUMENT// ??
Choose from:
    DOCUMENT
    USER CLASS
    USER ROLE
Select SEARCH CATEGORY: DOCUMENT// <Enter>
Select DOCUMENT DEFINITION: ??

Choose from:
    CLINICAL DOCUMENTS      CLASS
    DISCHARGE SUMMARY        CLASS

Select DOCUMENT DEFINITION: Clinical  (CLINICAL DOCUMENTS)
```

2. After specifying the search category and document type, all rules for that type are displayed.

ASU Rule Browser		Jan 09, 1997 15:12:34	Page: 1 of 4
List Business Rules by DOCUMENT		64 Rules	
for CLINICAL DOCUMENTS			
1	An UNTRANSCRIBED CLINICAL DOCUMENT may be ENTERED by A USER		
2	An UNRELEASED CLINICAL DOCUMENT may be RELEASEED by AN TRANSCRIBER		
3	An UNSIGNED CLINICAL DOCUMENT may be EDITED by AN AUTHOR/DICTATOR		
4	An UNSIGNED CLINICAL DOCUMENT may be EDITED by AN EXPECTED SIGNER		
5	An UNSIGNED CLINICAL DOCUMENT may be SIGNED by AN EXPECTED SIGNER		
6	An UNSIGNED CLINICAL DOCUMENT may be SIGNED by A PROVIDER who is also AN EXPECTED COSIGNER		
7	A COMPLETED CLINICAL DOCUMENT may be VIEWED by A USER		
8	An UNRELEASED CLINICAL DOCUMENT may be EDITED by A TRANSCRIBER		
9	An UNRELEASED CLINICAL DOCUMENT may be EDITED by A TRANSCRIPTIONIST		
10	An UNCOSIGNED CLINICAL DOCUMENT may be COSIGNED by AN EXPECTED COSIGNER		
11	An UNSIGNED CLINICAL DOCUMENT may be SIGNED by A STUDENT who is also AN EXPECTED SIGNER		
12	An UNSIGNED CLINICAL DOCUMENT may be EDITED by AN EXPECTED COSIGNER		
+ + Next Screen - Prev Screen ?? More Actions			
Find		Edit Rule	Change View
Add Rule		Delete Rule	Quit
Select Action: Next Screen// a Add Rule			

Manage Business Rules cont'd

Please Enter a New Business Rule:

Select DOCUMENT DEFINITION: ?

1	CLINICAL DOCUMENTS	CLASS
2	CLINICAL WARNING	TITLE
3	CLINICAL WARNING	DOCUMENT CLASS
4	CRISIS NOTE	TITLE
5	CRISIS NOTE	DOCUMENT CLASS

TYPE '^' TO STOP, OR

CHOOSE 1-5: **1**

DOCUMENT DEFINITION: CLINICAL DOCUMENTS// **<Enter>**

STATUS: ?

Enter the status of document for which the event is authorized.

Answer with USR RECORD STATUS NAME, or SEQUENCE

Do you want the entire USR RECORD STATUS List? **y** (Yes)

Choose from:

- AMENDED
- COMPLETED
- DELETED
- PURGED
- UNCOSIGNED
- UNDICTATED
- UNRELEASED
- UNSIGNED
- UNTRANSCRIBED
- UNVERIFIED

STATUS: **UNSIGNED**

ACTION: ??

This is the action to be permitted for a given document type and status.

Choose from:

- AMENDMENT
- COPY RECORD
- COSIGNATURE
- DELETE RECORD
- DESIGNATE OPTIONAL COSIGNER
- DICTATION
- EDIT DOCUMENT DEFINITION
- EDIT RECORD
- ENTRY
- INCLUDE IN UNSIGNED LIST
- MAKE ADDENDUM
- PRINT RECORD
- RELEASE FROM TRANSCRIPTION
- SEND BACK
- SIGNATURE
- VERIFICATION
- VIEW

ACTION: **SEND BACK**

USER CLASS: **MEDICAL RECORD TECHNICIAN**

AND FLAG: ??

This field allows the ADPAC to indicate whether the conditions specified by User Class and User Role should be logically "AND'ed," or logically "OR'ed," as they will be unless otherwise specified. i.e., if you want to specify that an unsigned discharge summary may be signed by a user, where:

User Class = Provider AND User Role = Author,

Manage Business Rules option cont'd

```

then you'll want to set this field to AND.
Choose from:
    &          AND
    !          OR
AND FLAG: &  AND
USER ROLE: ??
This identifies the role of the user with respect to the document in
question (e.g., Author/Dictator, Expected Signer, Expected Cosigner,
Attending Physician, etc.).
Choose from:
    ADDITIONAL SIGNER
    ATTENDING PHYSICIAN
    AUTHOR/DICTATOR
    EXPECTED COSIGNER
    EXPECTED SIGNER
    SURROGATE
    TRANSCRIBER

USER ROLE: <Enter>
DESCRIPTION:
1> <Enter>

```

ASU Rule Browser		Jan 09, 1997 17:35:52	Page: 1 of 1
List Business Rules by DOCUMENT		2 Rules	
for CLINICAL DOCUMENTS			
1	An UNTRANSCRIBED CLINICAL DOCUMENT may be ENTERED by A NURSE		
2	An UNRELEASED CLINICAL DOCUMENT may be SENT BACK by a MEDICAL RECORDS TECHNICIAN		
** Item 2 Added **			
Find	Edit Rule	Change View	
Add Rule	Delete Rule	Quit	
Select Action: Quit//			

Example 2: Deleting and Editing Business Rules

In this example, we will be viewing business rules by User Class with Nurse as the User Class.

1. Choose *Manage Business Rules* from the User Class Management menu. Then select User Class for the search category and nurse for the user class.

```
Select User Class Management Option: 5  Manage Business Rules
Select SEARCH CATEGORY: DOCUMENT//  USER CLASS
Select USER CLASS: NURSE
    1  NURSE
    2  NURSE - STUDENT
    3  NURSE ANESTHETIST
    4  NURSE CLINICAL SPECIALIST
    5  NURSE EPIDEMIOLOGIST
TYPE '^' TO STOP, OR
CHOOSE 1-5:1
```

2. The current rules for the Nurse User Class are displayed.

ASU Rule Browser	Jan 14, 1997 13:46:48	Page: 1 of 1
List Business Rules by USER CLASS		
for NURSE		
2 Rules		
1 An UNTRANSCRIBED NURSE'S NOTE may be ENTERED by A NURSE		
2 An AMENDED NURSE'S NOTE may be EDITED by A NURSE OR An		
AUTHOR/DICTATOR		
+ Next Screen - Prev Screen ?? More Actions		
Find	Edit Rule	Change View
Add Rule	Delete Rule	Quit
Select Action: Quit// D Delete Rule		

3. Select the number of the Business Rule you want to delete.

```
Select Business Rule(s): (1-2): 2
Deleting #2
Removing the rule:
An AMENDED NURSE'S NOTE may be EDITED by A NURSE OR An
AUTHOR/DICTATOR
Are you SURE? NO// <Enter>
Business Rule NOT Removed.
```

4. After first deciding to delete the rule, you change your mind and decide to edit it instead. Example dialogue for deleting a rule follows on the next page.

Deleting and Editing Business Rules cont'd**5. Select the action Edit Rule.**

ASU Rule Browser	Jan 14, 1997 13:47:33	Page:1 of 1
List Business Rules by USER CLASS		2 Rules
for NURSE		
1	An UNTRANSCRIBED NURSE'S NOTE may be ENTERED by A NURSE	
2	An AMENDED NURSE'S NOTE may be EDITED by A NURSE OR An AUTHOR/DICTATOR	
** Nothing removed **		
Add Rule	Delete Rule	Quit
Edit Rule	Change View	
Select Action: Quit// E Edit Rule		

6. Select the rule (#2) and then respond to each of the prompts by entering a new rule component or hitting the enter key to accept the current component.

```

Select Business Rule(s): (1-2): 2
Editing #2
DOCUMENT TYPE: NURSE'S NOTE// <Enter>
STATUS: AMENDED// <Enter>
ACTION: EDIT RECORD// <Enter>

USER CLASS: NURSE// NURSING SUPERVISOR
AND FLAG: OR// <Enter>
USER ROLE: AUTHOR/DICTATOR// <Enter>
DESCRIPTION:
  1> <Enter>
Refreshing the list.

```

7. The screen is redisplayed with current rules for this User Class.**8. Note that the edited rule isn't displayed. That's because the User Class was changed; so you need to Change View to the new User Class, Nursing Supervisor.**

ASU Rule Browser	Jan 14, 1997 13:49:50	Page:1 of 1
List Business Rules by USER CLASS		1 Rule
for NURSE		
1	An UNTRANSCRIBED NURSE'S NOTE may be ENTERED by A NURSE	
** Item 2 Edited **		
Find	Edit Rule	Change View
Add Rule	Delete Rule	Quit
Select Action: Quit// C Change View		

Deleting and Editing Business Rules cont'd


9. After you respond to prompts for User Class and enter Nursing Supervisor, the screen is redisplayed with current rules for this User Class.

```
Select SEARCH CATEGORY: DOCUMENT// USER CLASS
Select USER CLASS: NURSING SUPERVISOR


ASU Rule Browser           Jan 14, 1997 14:16:20           Page: 1 of 1
                        List Business Rules by USER CLASS           1 Rule
                        for NURSING SUPERVISOR

1      An AMENDED NURSE'S NOTE may be EDITED by A NURSING SUPERVISOR OR
An AUTHOR/DICTATOR

+ Next Screen  - Prev Screen  ?? More Actions
Find           Edit Rule      Change View
Add Rule       Delete Rule    Quit
Select Action: Quit//
```

 **NOTE:** Your site might redefine the User Classes so that Nursing Supervisor is under the User Class Nurse. In this case, steps 8 and 9 in the above example wouldn't be necessary.

Status List

 **NOTE:** This list of statuses may be added to as additional document types are incorporated.

Status	Symbol	Sequence	Description
Amended	a	45	The document has been completed and a privacy act issue has required its amendment.
Completed	c	35	The document has acquired all necessary signatures and is legally authenticated.
Deleted	d	47	The document has been deleted but the audit trail is retained.
Incomplete	Any	105	This status applies to document definitions only.
Purged	p	50	The grace period for purge has expired and the report text has been removed from the online record to recover disk space. NOTE: only completed documents may be purged. The chart copy of the document should be retained for archival purposes.
Uncosigned	u	30	The document is complete, with the exception of cosignature by the attending physician.
Undicatted	d	5	The document is required and a record has been created in anticipation of dictation and transcription, but the system hasn't been informed of its dictation.
Unreleased	r	15	The document is in the process of being entered into the system, but hasn't been released by the originator (i.e., the person who entered the text online).
Unsigned	s	25	The document is online in a draft state, but the author's signature hasn't yet been obtained.
Untranscribed	t	10	The document is required, and the system has been informed of its dictation, but the transcription hasn't yet been entered or received by upload.
Unverified	v	20	The document has been released or uploaded, but an intervening verification step must be completed before the document is displayed.

Relationship of user classes, document types, and business rules

The table below illustrates which users can perform which actions on a document or object in its current state. In addition, the structure is designed to accommodate the case where a given action may be performed on its object, but a followup action is required (e.g., a Medical Student may sign his own Progress Note, but will be prompted to name the expected cosigner, etc.).

Document Type	Status	Action	User Class	And	User Role
Anticoagulation Clinic	unsigned	edit	Anticoagulation Clinic		
Clinical Documents	untranscribed	entry	User		
Clinical Documents	unreleased	release from transcription			Transcriber
Clinical Documents	unsigned	signature			Author
Clinical Documents	unverified	verification	Medical Records Technician		
Clinical Documents	completed	view	User		
Discharge Summary	uncosigned	cosignature	Clinical Service Chief		
Discharge Summary	unsigned	signature	Provider	And	Expected Signer
Discharge Summary	uncosigned	cosignature	Physician	And	Expected Cosigner
Discharge Summary	unsigned	signature	Service Chief	Warn That Author Hasn't Signed	
Discharge Summary	unsigned	signature			Author
Discharge Summary	unsigned	signature			Attending Physician
Discharge Summary	unsigned	signature			Author's Surrogate
Discharge Summary	unsigned	view	Local User		
Discharge Summary	uncosigned	view	Local User		
Discharge Summary	amended	view	User		
Progress Note	completed	cosignature	Staff Physician		
Progress Note	unsigned	identify signers			Author
Progress Note	unsigned	signature	Medical Student	And	Author
Progress Note	completed	view	User		

Helpful Hints

Shortcut

Type the action abbreviation, then the number of the user class on the list (Example: ED=1 will process entry 1 for Edit) or vice versa. Type the item # followed by an equals sign (=) and the Action or its abbreviation ("1=L" will produce a List of members of the ADP Coordinator user class).

Q & A

Q: When I edited a rule, the edited rule wasn't displayed, even though it said "Rule #2 edited" in the black bar.

A: In changing the rule, you may have changed the User Class. Look at the top of the screen to see if you are in a different User Class than the one you started with. If so, you need to Change View to the new User Class.

Troubleshooting & Helpful Hints for ASU Business Rules

1. If a particular person should be able to do something governed by a particular Business Rule, but can't, check the following:
 - Make sure he/she is in the referenced User Class.
 - Check the business rule for the proper status.
 - Check that the document to be acted on is the one referenced by the rule or is a descendant of the document referenced by the rule. If the rule involves a User Role, make sure the person actually plays that role for the document.
 - Check to see if the rule has been overridden. If the same rule (same action and same status) is defined for a lower-level document, the lower level rule *overrides* the rule at the higher level. For example, suppose you are checking the rule, "An UNDICATED PROGRESS NOTE can be ENTERED by a PROVIDER." You wonder why Dr. Jones, a Provider, can't enter a Nurse Practitioner Note, which is a descendant of Progress Notes. If there is a rule, "An UNDICTATED NURSE PRACTITIONER NOTE can be ENTERED by a NURSE PRACTITIONER," then the rule you are checking has been overridden for Undictated Nurse Practitioner Notes. Any User Classes who can enter Nurse Practitioner Notes must have their own explicit Business Rule at the Nurse Practitioner Note level. The easiest way to check for overriding rules is to do a FileMan print by the same Action and the same Status.
2. If a particular person should NOT be able to do something, but CAN, check the following:
 - That the person doesn't have inappropriate menus.
 - That he/she is not a member of inappropriate User Classes.
 - That the document involved is in the correct place in the document definition hierarchy.
 - Check any business rules for the given action, status, user role, and document or ancestors of the document.
 - Check to see if they have somehow been given an inappropriate role in relation to the document. For example, the person might mistakenly have been made the author when he/she isn't the author.

More Information about ASU and User Class

Relationship between User Class file and Person Class file

Although there are a number of superficial similarities between the User Class File (#8930) and Kernel's Person Class File (#8932.1), the files are structurally dissimilar, designed to serve completely different applications. In fact, the roles of the two files are analogous to those of the LABORATORY TEST File (#60) and the WKLD CODE File (#64).

The *User Class File* provides for the definition of a hierarchy of User Classes, flexible enough to describe the organizational structure of the local facility. To that end, it is designed to be both *general* and *extensible*, much in the same way that file 60 can be viewed as a “model” of the local laboratory’s “catalogue” of tests and panels.

The *Person Class File*, in contrast, is designed to accommodate the HCFA National Provider System Taxonomy of Professionals/Occupations, which is an emerging industry standard for identifying the Occupations, Specialties, and Subspecialties to which Health Care Providers belong. This file is standardized across VHA, and cannot be extended to accommodate differences in local organizational structure. It is very useful, however, for inter-facility data transfer, where enterprise-wide consistency is the name of the game. The same role is fulfilled, in the case of laboratory tests, by file 64. This combination of locally extensible files which help to model the differences between facilities, mapped to national “nomenclature” files which help to impose a standard reference frame, has proven to be most useful on many occasions throughout **VISTA**.

Other Differences between User Class and Person Class

- User Class is *general*, allowing for identification of an array of non-Providers whose access to clinical applications must be accommodated and controlled (e.g., transcribers, file clerks, ward clerks, unit secretaries, hospital directors, etc.). The HCFA Taxonomy (and therefore the Person Class file) currently offers a very restricted subset of the administrative or clerical occupations required by the applications which ASU is designed to serve.
- User Class may be dynamically extended or revised to accommodate a wide variety of common organizational changes (e.g., product line reorganizations, site consolidations, etc.), with their attendant local variations.


Differences between User Class and Person Class cont'd

- The User Class file accommodates a true “object-class” hierarchy, which allows the definition of a set of locally controlled business rules, conferring privileges which may be defined for any level in the hierarchy, and “inherited” by members of all subordinate classes. For example, one such rule states that a User may view a completed Clinical Document, where User is the “root class” of the User Class Hierarchy, and Clinical Document is the root class of TIU’s Document Definition hierarchy.

Amount of Set-up for User Class & Business Rules

Initial Population of Basic User Classes

In the initial implementation of TIU and ASU, it is **NOT** necessary to populate all of the exported user classes, or to allocate every **VISTA** user membership in *any* of the exported classes. Any users who are not allocated to a specific class will be treated as members of the root class USER. An option is provided to “seed” the PROVIDER class based on ownership of the PROVIDER Security Key.

 **NOTE: If your site has allocated the PROVIDER key to non-Providers in order to accommodate the requirements of the Ambulatory Care Data Capture package, we suggest that you review the holders of the key and de-allocate it from such users as necessary.**

In the set-up section of this Guide, we illustrate how you might allocate members to the Medical Records Technician, Chief, MIS, and Transcriptionist classes. These are the only user classes whose membership must be allocated for basic implementation of TIU.

Creation of Business Rules

TIU and ASU are exported with a very general set of business rules, which should be sufficient for initial implementation. As stated earlier in this Guide, we recommend that you **keep the User Class file, TIU Document Definition Hierarchy, and Business Rule base as simple as possible** in your initial implementation. Once you have grown acquainted with the basic operation of these two complex packages, you might then begin to explore the more advanced levels of control that are possible in accordance with your site’s HIM by-laws and concerns for the trade-off between access and confidentiality. Instructions for creating Business Rules are also provided earlier in this Guide.

Glossary

Action	A functional process that a clinician or clerk uses in the ASU computer program; for example, "Edit." An action is also called a protocol.
Authorization	Who is AUTHORIZED to do something (for example, sign and order).
Business Rules	Business Rules authorize specific users or groups of users to perform specified actions on documents in particular statuses
Clinician	A doctor or other provider in the medical center who is authorized to provide patient care.
Discharge Summary	A formal synopsis of a patient's medical care during a single hospitalization, including tests procedures, and conclusions. A discharge summary is prepared for all discharges and transfers from a VA medical center or domiciliary or from nursing home care. The automated Discharge Summary module of TIU provides an efficient and immediate mechanism for clinicians to capture transcribed patient discharge summaries online, where they're available for review, signing, adding addendum.
Document Class	Classes group documents. For example, "Progress Notes" is a class with many kinds of progress notes under it. Classes may themselves be subdivided into further Classes and/or Document Classes. Besides grouping documents, Classes also store behavior which is then inherited by lower level entries.
Document Definition	Document Definition provides the building blocks for TIU, by organizing the elements of documents in a hierarchy structure. This structure allows documents (Titles) to inherit characteristics (such as signature requirements and print characteristics) of the higher levels, Class and Document Class.

Glossary, cont'd

Progress Notes

The Progress Notes module of TIU is used by health care givers to enter and sign online patient progress notes and by transcriptionists to enter notes to be signed by caregivers at a later date. Caregivers may review progress notes online or print progress notes in chart format for filing in the patient's record.

Subscription

A group of persons who *subscribe* to receive something; for example, an Attending physician receives a resident's unsigned Discharge Summary on his/her list of Unsigned Discharge Summaries. (Subscription is not included in this version of ASU)

TIU

Text Integration Utilities, a **VISTA** document management application.

User Class

User Classes and sub-classes (e.g., Provider, physician, transcriptionist, Medical Record Technician, MIS Manager, Medical Student, Nurse, Resident, etc.) are defined in the User Class File (8930), which is the principal foundation for ASU. Responsibilities and privileges (for signing, cosigning, editing, etc.) are defined through this file.

Appendices

A. Exported User Classes

B. Exported Business Rules

Appendix A: Exported User Classes

ACTING ASSISTANT CHIEF
ACTING CHIEF
ADDICTION MEDICINE
ADJUDICATION OFFICER
ALLERGIST
ALLERGY & IMMUNOLOGY
ALLERGY & IMMUNOLOGY: CLINICAL & LABORATORY
ANCILLARY TESTING
ANESTHESIOLOGIST
ANESTHESIOLOGIST - CRITICAL CARE
ANESTHESIOLOGIST - PAIN MANAGEMENT
ASSISTANT CHIEF
ASSISTANT CHIEF OF STAFF
ASSOCIATE CHIEF OF STAFF
ATTENDING PHYSICIAN
AUDIOLOGIST
AUDIOVISUAL SPECIALIST
BODY IMAGING
CADIOLOGIST
CAST TECHNICIAN
CHAPLAIN
CHIEF
CHIEF RESIDENT
CHIEF TECHNOLOGIST
CHIEF, ANESTHESIOLOGY SERVICE
CHIEF, MEDICAL SERVICE
CHIEF, MIS
CHIEF, PSYCHIATRY SERVICE
CHIEF, RESEARCH SERVICE
CHIEF, SURGICAL SERVICE
CLINICAL CLERK
CLINICAL COORDINATOR
CLINICAL DIETITIAN
CLINICAL INTERN
CLINICAL PHARMACIST
CLINICAL SERVICE CHIEF
CLINICAL SPECIALIST
CONSULT/LIAISON
CONSULTANT
COORDINATOR, OPERATING ROOM
COORDINATOR, QM/MIS
COUNSELOR
CYTOTECHNOLOGIST
DENTAL ASSISTANT
DENTAL INTERN
DENTAL RESIDENT
DENTIST
DERMATOLOGIST

Exported User Classes cont'd

DERMATOLOGIST: CLINICAL & LABORATORY
DERMATOLOGY FELLOW
DERMATOPATHOLOGIST
DIABETES STUDY NURSE
DIALYSIS TECHNICIAN
DIETETIC INTERN
DIETETIC TECHNICIAN STUDENT
DIETITIAN
DIETITIAN CLINICAL SPECIALIST
DISTINGUISHED PHYSICIAN
DRG COORDINATOR
ECHO TECHNICIAN
EDUCATION STAFF SPECIALIST
ELECTRON MICROSCOPIST
EMERGENCY MEDICINE PHYSICIAN
EMERGENCY SPORTS MEDICINE
EMG TECHNICIAN
ENDOCRINOLOGIST
EPIDEMIOLOGIST
EXERCISE PHYSIOLOGIST
FAMILY GERIATRICIAN
FAMILY PRACTICE PHYSICIAN
FAMILY SPORTS MEDICINE
FEE BASIS NURSE
FELLOW
GENERAL PRACTICE PHYSICIAN
GENERIC SCREENING NURSE
GERIATRICS, GENERAL PRACTITIONER
GRADUATE NURSE TECHNICIAN
GYNECOLOGIST
HEAD NURSE
HEALTH CARE TECHNICIANS
HEMATOLOGY & ONCOLOGY
HEMODIALYSIS TECHNICIAN
HISTOPATHOLOGY TECHNICIAN
HISTOTECHNOLOGIST
HIV/AIDS COORDINATOR
HOME CARE CLINICAL COORDINATOR
HOSPITAL EPIDEMIOLOGIST
HYGIENIST
IMAGE ASSISTANT
INDUSTRIAL HYGIENIST
INFECTION CONTROL NURSE
INFECTIOUS DISEASE FELLOW
INPATIENT PSYCHOLOGIST
INTERN
INTERN PHYSICIAN
INTERN: ALLOPATHIC

Exported User Classes cont'd

INTERN: OSTEOPATHIC
IV PHARMACIST
IV TECHNICIAN
JUNIOR ASSISTANT RESIDENT
JUNIOR RESIDENT
KINESIOTHERAPIST
LABORATORY PATHOLOGIST
LABORATORY PROGRAM ASSISTANT
LABORATORY TECHNICIAN
LEAD PHARMACIST
MEDICAL CLERK
MEDICAL CLERK SUPERVISOR
MEDICAL DATA CLERK
MEDICAL INFORMATION SECTION
MEDICAL INTERN
MEDICAL PROGRAM ASSISTANT
MEDICAL RECORD SUPERVISOR
MEDICAL RECORDS TECHNICIAN
MEDICAL STUDENT
MEDICAL STUDENT III
MEDICAL STUDENT IV
MEDICAL TECHNICIAN
MEDICAL TECHNOLOGIST
MEDICAL TECHNOLOGY STUDENT
MEDICAL TOXICOLOGIST
MIS FILE CLERK
NARCOTIC TECHNICIAN
NEUROLOGY PROGRAM CLERK
NEUROLOGY RESIDENT
NEUROLOGY TECHNICIAN
NUCLEAR CARDIOLOGY
NUCLEAR CARDIOLOGY DIRECTOR
NUCLEAR MEDICINE TECHNICIAN
NURSE
NURSE - STUDENT
NURSE ANESTHETIST
NURSE CLINICAL SPECIALIST
NURSE EPIDEMIOLOGIST
NURSE LICENSED PRACTICAL
NURSE PRACTITIONER
NURSING ASSISTANT
NURSING CLERK TYPIST
NURSING CONTINUING CARE
NURSING SUPERVISOR
NUTRITION CLINIC DIETITIAN
NUTRITION SUPPORT NURSE
OCCUPATIONAL THERAPIST
OCCUPATIONAL THERAPY ASSISTANT
OCCUPATIONAL THERAPY STUDENT

Exported User Classes cont'd

OCCURRENCE SCREENING
ONCOLOGY NURSE
OPC SCHEDULING SUPERVISOR
OPERATING ROOM COORDINATOR
OPERATING ROOM TECHNICIAN
OPHTHALMOLOGIST
OPTOMETRIST
ORAL SURGERY RESIDENT
ORTHOTIST/PROSTHETIST
OTOLARYNGOLOGY
OUTPATIENT CLINIC
OUTPATIENT CLINIC SUPERVISOR
OUTPATIENT PSYCHOLOGIST
OUTPATIENT RX SUPERVISOR
OUTPATIENT TECHNICIAN
PATHOLOGIST
PATHOLOGY RESIDENT
PEDIATRIC EMERGENCY PHYSICIAN
PHARMACIST
PHARMACY COORDINATOR
PHARMACY MEDICAL CLERK
PHARMACY STUDENT
PHARMACY SUPERVISOR
PHARMACY TECHNICIAN
PHARMACY TRAINEE
PHLEBOTOMIST
PHYSICAL THERAPIST
PHYSICAL THERAPY AID
PHYSICIAN
PHYSICIAN ASSISTANT
PHYSICIST
PODIATRIST
POST GRADUATE YEAR 1 RESIDENT
POST GRADUATE YEAR 2 RESIDENT
POST GRADUATE YEAR 3 RESIDENT
POST GRADUATE YEAR 4 RESIDENT
PRIVACY ACT OFFICER
PROCTOLOGIST
PROSTHETIC REPRESENTATIVE TRAINEE
PROSTHETICS
PROSTHETICS CLERK
PROSTHETICS REPRESENTATIVE
PROVIDER
PSYCHIATRIC RESEARCH ASSISTANT
PSYCHIATRIST
PSYCHIATRY CLERK
PSYCHIATRY PROGRAM ASSISTANT
PSYCHIATRY RESIDENT
PSYCHOLOGY CLINICAL ASSOCIATE

Exported User Classes cont'd

PSYCHOLOGY INTERN
PSYCHOLOGY PROGRAM CLERK
PSYCHOLOGY REHABILITATION TECHNICIAN
PSYCHOLOGY RESEARCH
PSYCHOLOGY VOCATIONAL REHAB SPEC
PULMONARY CHIEF
PULMONARY CLINICAL SPECIALIST
PULMONARY FELLOW
PULMONARY FUNCTION TECH
PULMONARY LAB SUPERVISOR
PULMONARY STAFF CHIEF OF STAFF
PULMONARY TECHNICIAN
RADIATION DIAGNOSTIC TECHNOLOGIST
RADIATION ONCOLOGIST
RADIATION THERAPY TECHNOLOGIST
RADIOGRAPHER
RADIOLOGIST
RADIOLOGY DIAGNOSTIC TECH
RADIOLOGY FILE ROOM SUPERVISOR
RADIOLOGY RESIDENT
RADIOLOGY TECHNICIAN
RADIOLOGY TRANSCRIPTIONIST
RECREATION THERAPIST
RECREATIONAL THERAPY ASSISTANT
REMOTE USER
RENAL FELLOW
RESEARCH NURSE
RESEARCH TECHNICIAN
RESEARCH TECHNOLOGIST
RESIDENT PHYSICIAN
RESPIRATORY THERAPIST
SECTION CHIEF
SENIOR ASSISTANT RESIDENT
SENIOR RESIDENT
SOCIAL WORK ASSOCIATE
SOCIAL WORK INTERN
SOCIAL WORK SECRETARY
SOCIAL WORKER
SOCIAL WORKER SUPERVISOR
SOLUTIONS TECHNICIAN
SPECIAL PROCEDURES
SPEECH PATHOLOGIST
SPEECH PATHOLOGY SECTION CHIEF
STAFF DENTIST
STAFF INTERNIST
STAFF NURSE
STAFF PATHOLOGIST
STAFF PHARMACIST

Exported User Classes cont'd

STAFF PHYSICIAN
STAFF PSYCHIATRIST
STAFF PSYCHOLOGIST
STAFF RADIOLOGIST
STAFF SOCIAL WORKER
STAFF SURGEON
STUDENT
STUDENT RADIOGRAPHER
SUB-INTERN
SUPERVISOR
SUPERVISOR, BLOOD BANK
SUPERVISOR, C&P UNIT
SUPERVISOR, EVENING LABS
SUPERVISOR, HEMATOLOGY LAB
SUPERVISOR, IMMUNOLOGY LAB
SUPERVISOR, MICROBIOLOGY LAB
SUPERVISOR, MIS
SUPERVISOR, PULMONARY FUNCTION LAB
SUPERVISOR, SPECIAL CHEM LAB
SUPERVISOR, STAT CHEM LAB
SUPERVISORY BIOCHEMIST
SUPERVISORY IMMUNOLOGIST
SUPERVISORY MICROBIOLOGIST
SUPERVISORY PHARMACIST
TRANSCRIPTIONIST
TUMOR REGISTRAR
UNIT COORDINATOR
UNIT NURSE
UNIT TEACHER
USER
VASCULAR NURSE
VETERINARIAN MEDICAL OFFICER
VOCATIONAL REHABILITATION SPECIALIST

Appendix B: Exported Business Rules

ASU Rule Browser	Jun 20, 1997 16:33:39	Page:	1 of 5
List Business Rules by DOCUMENT DEFINITION for CLASS CLINICAL DOCUMENTS			64 Rules

1	An UNTRANSCRIBED (CLASS) CLINICAL DOCUMENT may be ENTERED by A USER		
2	An UNRELEASED (CLASS) CLINICAL DOCUMENT may be RELEASED by A TRANSCRIBER		
3	An UNSIGNED (CLASS) CLINICAL DOCUMENT may be EDITED by An AUTHOR/DICTATOR		
4	An UNSIGNED (CLASS) CLINICAL DOCUMENT may be EDITED by An EXPECTED SIGNER		
5	An UNSIGNED (CLASS) CLINICAL DOCUMENT may be SIGNED by An EXPECTED SIGNER		
6	An UNSIGNED (CLASS) CLINICAL DOCUMENT may be SIGNED by A PROVIDER who is also An EXPECTED COSIGNER		
7	A COMPLETED (CLASS) CLINICAL DOCUMENT may be VIEWED by A USER		
8	An UNRELEASED (CLASS) CLINICAL DOCUMENT may be EDITED by A TRANSCRIBER		
9	An UNRELEASED (CLASS) CLINICAL DOCUMENT may be EDITED by A TRANSCRIPTIONIST		
10	An UNCOSIGNED (CLASS) CLINICAL DOCUMENT may be COSIGNED by An EXPECTED COSIGNER		
11	An UNSIGNED (CLASS) CLINICAL DOCUMENT may be SIGNED by A STUDENT who is also An EXPECTED SIGNER		
12	An UNSIGNED (CLASS) CLINICAL DOCUMENT may be EDITED by An EXPECTED COSIGNER		
13	An UNCOSIGNED (CLASS) CLINICAL DOCUMENT may be EDITED by An EXPECTED COSIGNER		
14	An UNVERIFIED (CLASS) CLINICAL DOCUMENT may be DELETED by A CHIEF, MIS		
15	An UNDELETED (CLASS) CLINICAL DOCUMENT may be DELETED by A CHIEF, MIS		
16	An UNTRANSCRIBED (CLASS) CLINICAL DOCUMENT may be DELETED by A CHIEF, MIS		
17	An UNRELEASED (CLASS) CLINICAL DOCUMENT may be DELETED by A CHIEF, MIS		
18	An UNSIGNED (CLASS) CLINICAL DOCUMENT may be DELETED by A CHIEF, MIS		
19	An UNCOSIGNED (CLASS) CLINICAL DOCUMENT may be DELETED by A CHIEF, MIS		
20	A COMPLETED (CLASS) CLINICAL DOCUMENT may be DELETED by A CHIEF, MIS		
21	An AMENDED (CLASS) CLINICAL DOCUMENT may be DELETED by A CHIEF, MIS		
22	A COMPLETED (CLASS) CLINICAL DOCUMENT may be PRINTED by A USER		
23	An UNSIGNED (CLASS) CLINICAL DOCUMENT may be VIEWED by An EXPECTED COSIGNER		
24	An UNCOSIGNED (CLASS) CLINICAL DOCUMENT may be EDITED by A CLINICAL SERVICE CHIEF		
25	An UNSIGNED (CLASS) CLINICAL DOCUMENT may be EDITED by A CLINICAL SERVICE CHIEF		
26	An UNSIGNED (CLASS) CLINICAL DOCUMENT may be SIGNED by An ADDITIONAL SIGNER		
27	A COMPLETED (CLASS) CLINICAL DOCUMENT may be SIGNED by An ADDITIONAL SIGNER		
28	An UNCOSIGNED (CLASS) CLINICAL DOCUMENT may be SIGNED by An ADDITIONAL SIGNER		
29	An AMENDED (CLASS) CLINICAL DOCUMENT may be VIEWED by A USER		
30	An AMENDED (CLASS) CLINICAL DOCUMENT may be PRINTED by A USER		
31	An UNSIGNED (CLASS) CLINICAL DOCUMENT may be COPIED by An AUTHOR/DICTATOR		
32	A COMPLETED (CLASS) CLINICAL DOCUMENT may be COPIED by A USER		
33	A DELETED (CLASS) CLINICAL DOCUMENT may be DELETED by A CLINICAL COORDINATOR		
34	An UNSIGNED (CLASS) CLINICAL DOCUMENT may be SENT BACK by A MEDICAL INFORMATION SECTION		
35	An UNVERIFIED (CLASS) CLINICAL DOCUMENT may be SENT BACK by A MEDICAL INFORMATION SECTION		
36	An UNCOSIGNED (CLASS) CLINICAL DOCUMENT may be VIEWED by An EXPECTED COSIGNER		
37	An UNCOSIGNED (CLASS) CLINICAL DOCUMENT may be VIEWED by A CLINICAL SERVICE CHIEF		
38	A COMPLETED (CLASS) CLINICAL DOCUMENT may be AMENDED by A CHIEF, MIS		
39	A COMPLETED (CLASS) CLINICAL DOCUMENT may be ADDENDED by A USER		
40	An AMENDED (CLASS) CLINICAL DOCUMENT may be ADDENDED by A USER		
41	A DELETED (CLASS) CLINICAL DOCUMENT may be VIEWED by A USER		
42	A DELETED (CLASS) CLINICAL DOCUMENT may be DELETED by A CHIEF, MIS		
43	A PURGED (CLASS) CLINICAL DOCUMENT may be DELETED by A CHIEF, MIS		

Exported Business Rules, cont'd

44	A PURGED (CLASS) CLINICAL DOCUMENT may be VIEWED by A USER
45	An UNTRANSCRIBED (CLASS) CLINICAL DOCUMENT may be VIEWED by A CHIEF, MIS
46	An UNRELEASED (CLASS) CLINICAL DOCUMENT may be VIEWED by A CHIEF, MIS
47	An UNDICTATED (CLASS) CLINICAL DOCUMENT may be VIEWED by A USER
48	A COMPLETED (CLASS) CLINICAL DOCUMENT may be IDENTIFIED FOR SIGNATURE by An AUTHOR/DICTATOR
49	An UNCOSIGNED (CLASS) CLINICAL DOCUMENT may be IDENTIFIED FOR SIGNATURE by An AUTHOR/DICTATOR
50	An UNCOSIGNED (CLASS) CLINICAL DOCUMENT may be IDENTIFIED FOR SIGNATURE by An EXPECTED COSIGNER
51	A COMPLETED (CLASS) CLINICAL DOCUMENT may be IDENTIFIED FOR SIGNATURE by An EXPECTED COSIGNER
52	An UNSIGNED (CLASS) CLINICAL DOCUMENT may be REASSIGNED by A MEDICAL INFORMATION SECTION
53	An UNSIGNED (CLASS) CLINICAL DOCUMENT may be REASSIGNED by An AUTHOR/DICTATOR
54	An UNSIGNED (CLASS) CLINICAL DOCUMENT may be HAVE ITS TITLE CHANGED by An AUTHOR/DICTATOR
55	A COMPLETED (CLASS) CLINICAL DOCUMENT may be HAVE ITS TITLE CHANGED by A CHIEF, MIS
56	An UNCOSIGNED (CLASS) CLINICAL DOCUMENT may be HAVE ITS TITLE CHANGED by An EXPECTED COSIGNER
57	An UNCOSIGNED (CLASS) CLINICAL DOCUMENT may be HAVE ITS TITLE CHANGED by A CLINICAL SERVICE CHIEF
58	A COMPLETED (CLASS) CLINICAL DOCUMENT may be REASSIGNED by A CHIEF, MIS
59	An UNVERIFIED (CLASS) CLINICAL DOCUMENT may be VIEWED by A MEDICAL INFORMATION SECTION
60	An UNVERIFIED (CLASS) CLINICAL DOCUMENT may be VERIFIED by A MEDICAL INFORMATION SECTION
61	An UNVERIFIED (CLASS) CLINICAL DOCUMENT may be EDITED by A MEDICAL INFORMATION SECTION
62	An UNVERIFIED (CLASS) CLINICAL DOCUMENT may be PRINTED by A MEDICAL INFORMATION SECTION
63	An UNRELEASED (CLASS) CLINICAL DOCUMENT may be VIEWED by A TRANSCRIBER
64	An UNRELEASED (CLASS) CLINICAL DOCUMENT may be VIEWED by A TRANSCRIPTIONIST

List Business Rules by DOCUMENT DEFINITION for CLASS PROGRESS NOTES		23 Rules

1	A COMPLETED (CLASS) PROGRESS NOTE may be VIEWED by A USER	
2	An UNSIGNED (CLASS) PROGRESS NOTE may be EDITED by A STUDENT who is also An AUTHOR/DICTATOR	
3	An UNSIGNED (CLASS) PROGRESS NOTE may be DELETED by An AUTHOR/DICTATOR	
4	An UNSIGNED (CLASS) PROGRESS NOTE may be VIEWED by An AUTHOR/DICTATOR	
5	An UNCOSIGNED (CLASS) PROGRESS NOTE may be VIEWED by An AUTHOR/DICTATOR	
6	An UNCOSIGNED (CLASS) PROGRESS NOTE may be VIEWED by An EXPECTED COSIGNER	
7	An UNSIGNED (CLASS) PROGRESS NOTE may be PRINTED by An AUTHOR/DICTATOR	
8	An UNCOSIGNED (CLASS) PROGRESS NOTE may be PRINTED by An AUTHOR/DICTATOR	
9	An UNCOSIGNED (CLASS) PROGRESS NOTE may be EDITED by An EXPECTED COSIGNER	
10	An UNSIGNED (CLASS) PROGRESS NOTE may be EDITED by An AUTHOR/DICTATOR	
11	An UNCOSIGNED (CLASS) PROGRESS NOTE may be PRINTED by An EXPECTED COSIGNER	
12	An UNSIGNED (CLASS) PROGRESS NOTE may be SIGNED by An AUTHOR/DICTATOR	
13	An UNCOSIGNED (CLASS) PROGRESS NOTE may be COSIGNED by An EXPECTED COSIGNER	
14	An UNSIGNED (CLASS) PROGRESS NOTE may be VIEWED by A CHIEF, MIS	
15	An UNSIGNED (CLASS) PROGRESS NOTE may be DELETED by A CHIEF, MIS	
16	An UNCOSIGNED (CLASS) PROGRESS NOTE may be VIEWED by A CHIEF, MIS	
17	An UNCOSIGNED (CLASS) PROGRESS NOTE may be DELETED by A CHIEF, MIS	
18	An UNSIGNED (CLASS) PROGRESS NOTE may be EDITED by An EXPECTED COSIGNER	
19	An UNSIGNED (CLASS) PROGRESS NOTE may be VIEWED by An EXPECTED COSIGNER	
20	An UNSIGNED (CLASS) PROGRESS NOTE may be EDITED by A CLINICAL SERVICE CHIEF	
21	An UNSIGNED (CLASS) PROGRESS NOTE may be VIEWED by A CLINICAL SERVICE CHIEF	
22	An UNSIGNED (CLASS) PROGRESS NOTE may be SIGNED by A CLINICAL SERVICE CHIEF	
23	An UNSIGNED (CLASS) PROGRESS NOTE may be SIGNED by An EXPECTED COSIGNER	

Exported Business Rules, cont'd

List Business Rules by DOCUMENT DEFINITION for CLASS DISCHARGE SUMMARY		17 Rules

1	An UNSIGNED (CLASS) DISCHARGE SUMMARY may be EDITED by A PROVIDER who is also An EXPECTED COSIGNER	
2	An UNSIGNED (CLASS) DISCHARGE SUMMARY may be SIGNED by A PROVIDER who is also An ATTENDING PHYSICIAN	
3	An UNCOSIGNED (CLASS) DISCHARGE SUMMARY may be COSIGNED by A PROVIDER who is also An EXPECTED COSIGNER	
4	An UNVERIFIED (CLASS) DISCHARGE SUMMARY may be VIEWED by A MEDICAL INFORMATION SECTION	
5	An UNCOSIGNED (CLASS) DISCHARGE SUMMARY may be EDITED by A PROVIDER who is also An EXPECTED COSIGNER	
6	An UNSIGNED (CLASS) DISCHARGE SUMMARY may be SIGNED by A CLINICAL SERVICE CHIEF	
7	An UNVERIFIED (CLASS) DISCHARGE SUMMARY may be VERIFIED by A MEDICAL INFORMATION SECTION	
8	An UNVERIFIED (CLASS) DISCHARGE SUMMARY may be EDITED by A MEDICAL INFORMATION SECTION	
9	An UNVERIFIED (CLASS) DISCHARGE SUMMARY may be PRINTED by A MEDICAL INFORMATION SECTION	
10	An UNSIGNED (CLASS) DISCHARGE SUMMARY may be VIEWED by A USER	
11	An UNSIGNED (CLASS) DISCHARGE SUMMARY may be PRINTED by A USER	
12	An UNSIGNED (CLASS) DISCHARGE SUMMARY may be ADDENDED by A USER	
13	An UNCOSIGNED (CLASS) DISCHARGE SUMMARY may be ADDENDED by A USER	
14	An UNCOSIGNED (CLASS) DISCHARGE SUMMARY may be VIEWED by A USER	
15	An UNCOSIGNED (CLASS) DISCHARGE SUMMARY may be COSIGNED by A CLINICAL SERVICE CHIEF	
16	An UNCOSIGNED (CLASS) DISCHARGE SUMMARY may be EDITED by A CLINICAL SERVICE CHIEF	
17	An UNSIGNED (CLASS) DISCHARGE SUMMARY may be SIGNED by An EXPECTED SIGNER	

Index

<Enter>, 5

A

About This Manual, 5
Action, 43
Action Definitions, 20
Actions, 8
Active, 11, 15
Adding a new Business Rule, 30
Adding and Editing Business Rules, 23
Amended, 36
Appendices, 45
Appendix A: Exported User Classes, 47
Appendix B: Exported Business Rules, 53
ASU Rule Browser, 23, 30
Authorization, 43
AUTHORIZED, 3, 43

B

Benefits of ASU, 4
Browser, 23, 30
Business Rules, 23, 43, 53

C

Class, 19
Clinician, 43
Completed, 36
Computerized Patient Record System, 11
Copy or Send Back a Clinical Document, 26
CPRS, 11
Create or edit Business Rules, 13
Creating user classes, 13

D

Defining and Managing User Classes, 11
Deleting and Editing Business Rules, 33
Discharge Summary, 3, 43
Document Class, 43
Document Definition, 11, 43

E

Edit Business Rules, 24
Expand/Collapse Tree, 16
Exported Business Rules, 53
Exported User Classes, 47

F

Features, 4
First Time Computer User, 5

G

Glossary, 43
Grace period for purge, 36

H

Help, 7
Hidden Actions, 8
Hierarchies, 11
HIMS, 21

I

Icons, 6
Inactive, 11
Intranet, 5
Introduction, 1
Introduction to TIU, 3

L

List Manager utility, 7
List Membership by Class, 19
List Membership by User, 18

M

Manage Business Rules, 23, 30
Medical Record Technicians, 21
Menu and options, 13
MIS, 21

O

Online Help, 7

P

Progress Notes, 3, 44
Provider Class, 11
Purged, 36
Purpose of ASU, 3

R

Rule Browser, 23, 30

S

Screen Display, 7
Security keys, 3
Special Instructions for the First Time Computer User, 5

Status List, 36
Statuses, 23
Subclasses, 11, 16
SUBSCRIBE, 3, 44
Subscription, 44

T

Text Integration Utility, 11, 44

U

Uncosigned, 36
Undicatated, 36
Unreleased, 36
Unsigned, 36
Unsigned progress note, 24
Untranscribed, 36
Unverified, 36
User Class, 11. 19, 44, 47
User Class Definition, 15
User responses, 6